

26 May 1955


MEMORANDUM FOR: Building Supply Officer
1065 J Building

SUBJECT : Requisition for Legal-sized Safe for
the Office of General Counsel

1. I would like to requisition one four-drawer, legal-sized safe for the Office of the General Counsel, 1707 J Building.

2. This safe is desperately needed for the constantly expanding project and subject files and is also necessary for overnight storage of classified material for personnel of the Office. At the present time a security hazard is being created in having to overload the safes with material to a point where it is difficult to open and close the drawers. At the same time damage is being created to the material in the files by having the drawers so crowded that when a folder is removed it is difficult to get it back in the drawer.

3. It would be appreciated if the safe could be delivered as soon as possible as the Office is suffering from an acute shortage of secure storage place for classified material.


Administrative Officer
OGC

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